



Pike County Conservation District

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PIKE COUNTY CONSERVATION DISTRICT BOARD OF DIRECTORS MEETING MINUTES

Monday, August 11, 2025

The Board of Directors meeting was also held via Zoom Video Conference call. Information regarding the conference call was posted on the District website.

ATTENDANCE:

Directors: Scott Savini, Jay Morrow, John Milliken, JoAnn Rose

Associate Directors: Paul Ranello

Staff: Tara Burnham, Lisa Dolci, Chris Meszler, Ellen Enslin, Allison McGee, Brandon Twomey, Matthew Williams

Cooperating Agency Representatives: Janet Creegan-DEP, Jen Matthews-NRCS, Jacob Oliver-PA Fish & Boat

Guests: Al Kortze, Stephen Rock, Patrick McCarthy

Directors/Associate Directors Absent: Commissioner Ron Schmalzle, Kelly Stagen, Ken Coutts, Carole Linkiewicz

Scott Savini called the meeting to order at 9:00 am

PUBLIC COMMENTS / QUESTIONS AGENDA ITEMS: Al Kortze is joining us today; he is interested in becoming an Associate Director for the PCCD Board of Directors.

ACTION ON MINUTES of July 21, 2025: Jay Morrow made a motion to approve the July 21, 2025, Board Meeting minutes. JoAnn Rose seconded. Motion carried.

FINANCIAL REPORT: We received our grant reimbursements for the PACD Strategic Planning Grant and the DEP EE Grant: A Study of Microplastics in Pike County Waters. Both grants are now closed. We submitted our 2nd Quarter reports and are waiting for the reimbursements to be received. We received a large plan review/permit service fee. The invoice for macro sampling was received and paid. Report filed, subject to audit.

CORRESPONDENCE REPORT: We have a thank you card from the participants of PEEC's SciQ Project where Rachael and Emily did a Stream Ecology program. There is a letter from Leadership Development for the Strategic Planning Grant, thanking us for participating in the program and closing out the grant. The latest update from NACD on recent Congressional and Executive Actions is included as well.

DISTRICT MANAGER REPORT: Rachael attended the DGLVR ESM training with Brandon, and she assisted the Lake Wallenpaupack Watershed Management District with their BMP reviews for programs. Rachael is planning an event for the Source Water Protection Collaborative for Source Water Protection Week, taking place the last week of September into October. The program will be similar to Science on Tap and will be held at the Hopping Eagle Brewery in Hawley. Rachael has been working on training our new Communications Coordinator on the duties she was handling while we were in transition. They are both out today and tomorrow to work on fish sampling, and the following day they will work on chemistry sampling. Rachael did a great interview with WJFF radio; the interview was shared in the newsletter as well as social media.

Ellen has been working on multiple projects, including coordinating bidding and project implementation for Vanderbeek Farm. She has been working on the Stonehaven Hill Farm application that will be reviewed and voted on today. Ellen has been working on an additional ACAP application for Egypt Valley Farm. For the DGLVR Program, Ellen inspected the Brooks Cabin Road project drainage construction and worked on project management with Brian Snyder from Planning and the contractor. She is also working with Shohola Township for an application for Old Shohola Road. Ellen sent out a call for applications to all the municipalities. Ellen reviewed the Ag. Complaint Policy and provided comment. She coordinated gathering documents and guidance for the October Lake Wallenpaupack drawdown workshop, assisted with interviews for the Resource Conservationist position, and continued providing oversight for the technical programs.

Allison has been working through her regular workload but also spent a significant amount of time preparing for the enforcement meeting and did a great job putting together the information. Brandon has been working through a lot of plans and inspections. He has been handling the workload very well. Chris has been working on a lot of plan reviews as well. Chris has spent a lot of time developing his presentation for the Engineers Workshop coming up at the end of the month. Chris received a compliment from a consultant who said he was happy Chris was at the District and that Chris was very responsive to all their questions regarding their permit submission package.

Emily has been going out to programs and tabling events. She attended the CCC Day event with Paul this past weekend and attended the Legislative Breakfast. Emily went with Rachael to the July Science on Tap that unfortunately ended up being cancelled due to no attendance. Emily has been working on learning her job responsibilities with Rachael and Lisa. She has been creating PowerPoint presentations for our current programs. Lisa completed quarterly reporting and has been assisting with onboarding the new communications coordinator. She also coordinated a very successful legislative breakfast, partnering with Wayne Conservation District. She is now working with Monroe County to help plan the Engineers Workshop at the end of August as well as our Municipal Lunch & Learn and Annual Dinner, both coming up in September. Lisa has been working more closely with Rachael and Emily with planning our education and outreach programs.

For my report, I have been coordinating onboarding for Emily and hiring a new Resource Conservationist, Matthew Williams, who is here with us today. I have been working on transitioning the tech staff to the project management tool that the education and outreach and admin staff have already transitioned to and have begun working in the program. I spent time working on the enforcement meeting and Engineers workshop. We have some reminders for upcoming events; we will be at the Senior Expo on September 5, 2025, and the Municipal Lunch & Learn will be held on September 12, 2025, and will be focused on storm water ordinances. We are strongly encouraging board members to attend. The Annual dinner will be held on September 26, 2025, so please do not forget to rsvp and let us know you will be attending. Paul commented that when he attended the tabling event with Emily, there were over 140 people who came by to talk to them and thank the District for the work we do.

OLD BUSINESS/COMMITTEE REPORTS:

Wildlife Leadership Academy Request for Scholarship Funding (vote)- Tara Burnham, District Manager. I reached out to the organization for more information regarding the scholarship request. The student requesting the scholarship attended last year as a first-year student and only needed the \$150 to cover tuition. This year the student will be attending as a Youth Mentor, and the additional scholarship funds would cover lodging for 4 nights, meals, field trips, instruction from professionals in the field, and materials. Although the program is not located in the area, the student lives in Pike County. The amount to be donated was discussed by the board members, and it was decided to fund half of the scholarship request. Jay Morrow made a motion to approve a donation of \$300 toward the scholarship request. John Milliken seconded. Motion carried.

NEW BUSINESS:

2024 District Audit (vote)- Stephen Rock. Stephen has been auditor for PCCD for 13 years. Stephen stated that the audit went very well this year. There were no comments when it came to the financial statements or any changes. Stephen went through the report and discussed the main points to the board. Stephen discussed the segregation of duties with Lisa and Tara about how we can segregate more of the duties as new staff are hired. The Board would like to defer the vote to September pending Jay's review.

Energy Audit Summary Report-Lisa Dolci, Administrative Manager. Earlier this year, I worked on having three different companies come in and do an energy audit on the building. The first audit was completed in April at no cost. Their basic summary was to rip out all the current insulation in the attic and crawlspace and re-do it, along with replacing the attic stairs. The total cost was about \$86,000. The other two companies did not have any issues with the current insulation in place, so I recommend that we do not consider this proposal. The second audit was also done in April, and there was a fee of \$600. This company was very thorough and found multiple ways to make the building more efficient. Some of the work they can do, and some of it would need to be done by an outside contractor. There is a main area of concern along the back wall of the building; there are large holes going into the crawlspace for ventilation. These are one of the main areas of heat loss. They also recommend switching the lighting to LED lights, removing the old water heater and installing small on demand water heaters for the bathrooms. The overall estimate for the work they could complete was about \$12,000. The third audit cost \$995 and was completed in May. They found a lot of heat loss within the duct work and suggested doing Aeroseal Duct Sealing. This system would find all the leaks and use a material that would block air from escaping. The estimate cost is \$5,000. After discussion, the board decided that we will reach out to our County Maintenance staff to look at the areas of concern and give us a recommendation.

Transfer from Operating Account to UGW Fund (vote)- Tara Burnham, District Manager. We received this year's Act 13 PUC Block Grant funds in the amount of \$75,280.81 into our operating account last month. Staff recommend the Board approve to transfer these funds to our UGW Fund per our financial accounts policy. Jay Morrow made a motion to approve the transfer. John Milliken seconded. Motion carried.

Financial Accounts, Policies, & Procedures Updates (vote)- Tara Burnham, District Manager. Defer vote to September for review of document by the board of directors.

CDFAP UGW Allocation Worksheet (vote)- Tara Burnham, District Manager. The SCC approved the allocation for fiscal year 2025/2026 for the Conservation District Fund Allocation Program (CDFAP) at the July meeting, contingent on passage of the State Budget. The allocations are based on level line items in the State Budget. The SCC maintained the cost-share rates as follows: Manager \$30,000; 1st E&S Tech \$20,000, and ACT: \$20,000. We submitted our application last month for the ACT funding, the other positions are getting the same funding they had last year. Jay Morrow made a motion to approve the CDFAP UGW Allocations. JoAnn Rose seconded. Motion carried.

2025 Fund Analysis (vote)- Tara Burnham, District Manager. For the Fund Analysis, I worked with Jay to update and finalize the numbers. We worked to make sure the numbers were current with today's costs. The numbers increased to make sure we had enough for the day-to-day operations. Jay Morrow made a motion to approve the 2025 Fund Analysis. John Milliken seconded. Motion carried.

Stonehaven Hill ACAP Application (vote)- Ellen Enslin, Program Manager. This morning, we held a Local Advisory Committee (LAC) meeting with Jen and Ed from NRCS. Patrick McCarthy from the State Conservation Commission is on the call with us now if there are any questions. The application we received was from Stonehaven Hill owners Jeffrey DeFrancesco and Stephanie Zares. This is a 220-acre farm in Greentown that boards horses. They have a lot of different plans in place and have been working with us and NRCS for a couple of years to get everything finalized for this project. They are requesting ACAP funds to implement a grazing plan and install an electrical line. The total cost of the project

and amount requested for funding is \$176,573. The LAC recommend funding the application. Jay Morrow made a motion to approve the application. John Milliken seconded. Motion carried.

Cooperating Agency and Other Organization Reports:

PACD – Kelly Stagen attended the PACD Joint Annual Conference; there were about 130 people in attendance. Kelly has finished her tenure on the Board of Directors for PACD but will continue to be a representative for our region. There are no other updates currently.

NRCS – Jen Matthews: we are finishing up the final contracts for the EQIP program and working on contract maintenance.

DEP – Janet Creegan would like to highlight the Clean Water Academy Live Walkthrough meetings for managers and support staff. She also thanked Allison for all her work preparing for the enforcement meeting and how she handled herself in the meeting.

PA Fish & Boat Commission – Jacob Oliver is on his 3rd week with the Fish & Boat Commission. They are in the busy boating season right now until Labor Day; then fishing season will pick up in September.

EXECUTIVE SESSION: There was a brief Executive Session held to discuss a legal update at 10:03 am; no decisions were made. The meeting resumed at 10:11 am.

PUBLIC/PRESS QUESTIONS: None

ADJOURN: John Milliken made a motion to adjourn the Board of Directors Meeting. JoAnn Rose seconded. Motion carried. The meeting adjourned at 10:11 am.

Respectfully submitted,

Lisa Dolci, Board Secretary